

To adjust handset volume

- On the Navigation wheel - press the Volume (up) or (down) key during a call.

To adjust speaker volume

- On the Navigation wheel - press the Volume Up or Volume Down key during a hands-free call.

To adjust ring tone volume

- On the Navigation wheel - press the Volume Up or Volume Down while the phone is ringing

Making an internal call

- Lift the handset or press the Speaker key to received a dial tone
- Dial the extension number of the required person

Making an external call

Either:

- press the line key or lift the handset or press the speaker key
- Then press 9 for a line and follow with the required telephone number

Answering a call

Your phone will ring and the **Call Indicator** lamp will flash

Either:

- Lift the handset
- or -
- Press the Speaker key to answer hands-free

Placing a call on hold

- Press the **Hold** key during a call
- Outside calls will flash at the Line Key
- Internal calls will flash at the Hold Key
- Press the flashing key to retrieve the held call

Transferring a call

- Press the **Transfer Key** during a call
- Dial the extension number of the required party and press transfer
- or -
- Wait for an answer, announce the call and press the transfer key

Redialling a previous number

Press the **redial key** - your last dialled call will be displayed

Press the up down keys on the **navigation wheel** to scroll through your call list

Press the speaker key to make the call